

Rules of Procedure of the Ethics Commission

Article 1

1. The CTU Ethics Commission (hereinafter referred to as the “Commission”) is an advisory body to the CTU Rector established in accordance with Article 21 and the CTU Statute, or the CTU Code of Ethics (hereinafter referred to as the “Code of Ethics”).
2. The Commission is presided over by the chair. In the absence of the chair, the Commission is presided over by a member of the Commission authorised by the chair.
3. The Commission is convened by the chair at the request of the Rector or based on the chair’s decision.

Article 2

1. The Commission shall discuss:
 - a) Motions submitted by the Rector,
 - b) Other motions submitted by the members of the academic community and employees at CTU,
 - c) The Commission shall inform the CTU Rector or Vice-Rector in writing about a receipt of a motion.
2. Motions must be submitted in writing. A justification of the motion must be provided by the submitter, their name and surname must be stated in the motion and it must be signed by the submitter.
3. Motions must explicitly include the submitter’s statement regarding what provision of the Code of Ethics has been violated, and it must define the subject that the Commission should assess.
4. Anonymous motions will not be taken into consideration. The Commission will register them and put them on file.
5. The Commission must issue a resolution on the motion under consideration without undue delay, but no later than six months after the date of the receipt of the motion.

Article 3

1. Members of the Commission must attend the Commission’s sessions and participate actively in its work.
2. The Commission’s sessions are not public. The Vice-Rector can participate in a Commission’s session at the request of the Commission’s chair or on behalf of the Rector.
3. Participants in the Commission’s sessions are
 - a) Appointed members of the Commission,

- b) Individuals invited by members of the Commission.
- 4. All participants in the Commission's sessions are bound by confidentiality.
- 5. The outcome of a session is a resolution.

Article 4

1. A resolution of the Commission contains:
 - a) A statement whether there has been a violation of generally accepted moral principles or of provisions of the Code of Ethics,
 - b) An explicit indication of general and generally accepted moral and formal principles of conduct or provisions of the Code of Ethics that have been violated,
 - c) An assessment of the seriousness of the violation of general and generally accepted moral and formal principles of conduct or the Code of Ethics.

Article 5

1. Documents for the Commission's sessions must be submitted in writing. Their dissemination or publication by the members or participants in the Commission's sessions is not allowed. The members of the Commission must exchange information in such a way that ensures that the information is not leaked outside the circle of members of the Commission.
2. The Commission shall act in accordance with generally applicable legal regulations and internal regulations of CTU. It shall assess motions only to the extent that was originally required by the submitter. In particular, it shall ensure the protection of the personality rights of the individuals concerned by the motion under consideration.
3. Members of the Commission cannot participate in the sessions through proxy. The Commission has a quorum if an absolute majority of its members is present. A resolution is adopted if an absolute majority of the present members of the Commission vote for it.
4. The Commission may request the cooperation of any member of the academic community or a CTU employee in order to discuss a motion.
5. The resolution shall be voted on by acclamation. At the proposal of any member, the Commission may vote secretly on the matter.
6. Members of the Commission and other participants in the item on the agenda shall confirm by adding their signature in the minutes that they act impartially and independently. If a member of the Commission has a direct relation to the motion under consideration or to the concerned person, they will not participate in the discussion of the given item on the Commission's agenda and shall not vote on the matter in question.

Article 6

1. Minutes will be taken of the sessions of the Commission and they will include the resolution. They will be submitted to the Rector by the chair.
2. Resolutions of the Commission and the accompanying statements are not legal documents.
3. The Rector shall decide what part of the Commission's resolution and in what form shall be made public.
4. The Rector shall decide on the adoption of remedial measures. In doing so, the Rector is not bound by the recommendation of the Commission.
5. The Rector's decision is final.
6. The Rector may release the members of the Commission and participants in the Commission's sessions from confidentiality at the request of any participant in the Commission's sessions or the concerned person.

Article 7

1. Members of the Commission shall submit their resignation of membership in the Commission to the Rector.
2. Members of the Commission shall not receive any remuneration.

Article 8

These Rules of Procedure of the Ethics Commission come into effect on 1 October 2014 and replace the Rules of Procedure of the CTU Ethics Commission of 11 March 2013.

.....
prof. Ing. Jan Uhlíř, CSc.
Chair of the Ethics Commission of CTU in Prague

.....
prof. Ing. Petr Konvalinka, CSc.
Rector